

# Report from the MICE collaboration board

- 1. Presence and proxys. 4 officers+ 20 present, 2 excused**
- 2. Actions and minutes from previous collaboration meeting.**
- 3. Matters arising and Adoption of agenda**
- 4. Spokesperson's remarks & Executive Board report – Ken Long (20 min)  
-- consequences and follow ups of May 2014 MICE Boards and P5  
-- process towards revision of the MICE constitution**
- 5. Project Manager's report - Preece (15 min)**
- 6. Common fund discussion (Soler/Ricciardi) (15 min)**
- 7. Shifts for data taking and MOM policy - Blondel (5 min)**
- 8. Publication policy (Soler) (5min)**
- 9. Funding updates: UK - Soler, US DOE (MAP) - Bross, INFN – Bonesini , Switzerland – Blondel , others**
- 10. Future CM dates and organization (5 min)**
- 11. AoB**



# Spokesperson's remarks & Executive Board report

**STEP IV construction project is coming to fruition**

- SSD and SSU have arrived and mapped, SSU installed with tracker...
- decision to use AFC1 for step IV

**Concerns with Hall manager's health and with PRY procurement.**

- start of step IV data taking may be a bit delayed.

**STEP V plans can be accelerated given the success with 1st CC.**

**RLSR and MPB recommendations were listed.**

**one worth of note:**

17	Develop a policy and a corresponding plan for the active participation of non-UK and non-US collaborators in the installation and commissioning activities, and on operational shifts.	MEMO	Long
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**Yes, but not just non-UK and non-US!**

**Staffing issues →**

# Staffing issues:

- **Unfilled positions:**
  - **Production Coordinator**
    - Failed to close negotiations with candidate successfully;
  - **Computing Infrastructure Manager**
    - Opened discussions with PPD IT support;
      - Likely will require money to cross budget codes!
- **Help from CB to identify suitable candidates!**
  - **Do we need to introduce concept of “service work”**



## Project manager report

Concentrated on the running expenses and common fund.

→ Host lab is not charging for electricity and beam!  
this should be recognized.

→ Even then, running expenses are 2-3 times the common fund tally.

### Discussion:

reflection in next months for more informed discussion at CM40

-- consider limited increase of CF contributions  
or/and

-- further negotiation with host lab and MICE members (incl. in-kind)



## Shift policy

see draft V3 document on meeting indico.

Document was ratified by CB with a few modifications

*All institutions must satisfy their institutional and personal shift quotas defined by MICE Collaboration Board or related collaboration guidelines.*

MON shifts and MLCR shifts will be requested and accounted (MOM day = MLCR shift)

2015/2016

expect approximately : 5 ISIS user runs of 5 weeks 5 days a week.

2 shifters at all times; 12-16 hrs a day 4/day → ~500 shifts

MOM represent 390 days in addition

→ 890 shifts/year

Who can take shifts? PhD holders and PhD students

Fullfilling shift assignment will be requested in order to sign step IV papers.

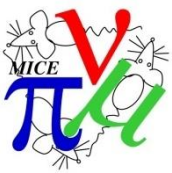
Shift quota per person will be calculated according to run plan.

It is an institutional responsibility to cover the shifts assigned.

MICE operations coordinator will organize the assignment and accounting of shifts.

→ tough job! please cooperate!

Point was raised of importance to 'recognition' of the work of all on-call experts



## Publications policy (Paul Soler)

- NB: Notes exist on related subjects:**
- guidelines for presentation of MICE results
  - guidelines for authorship of papers

### Important points:

- any member of MICE who wants to write a physics paper should contact the Editorial Board (EdB) chair (presently Maurizio) and the Analysis Coordinator (presently Victoria) and agree on the topic of the paper.
- proponents need to present their analysis in MICE collaboration meeting(s) (VC or plenary) *(NB this is new wrt draft)*
- proponents need to document their analysis as extensive MICE note, with enough detail to check the validity and quality of the results.
- Two referees appointed by the EdB chair will accompany the process to the end.
  - agree that drafts are in proper shape to distribute to collaboration
  - verify that comments are properly answered and taken into account (at least two iterations of consulting the collaboration are foreseen)
- decision to proceed to publication will be proposed by EdB chair *(whether the Exec board or spokesperson needs to agree is under discussion)*
- Papers will be posted on the arXiv
- refereeing process with the journal will be performed by the proponents in consultation with EdB chair *and publicized within the collaboration.*

see draft document on meeting indico.

Document was ratified by CB with a few modifications



## Future CM dates:

**CM40:** at Roma3, proposal by Domizia 26-29 October (Sun-wed) →

**CM41:** 09th to 13th February 2015

**CM42:** 22nd to 26th June 2015

**CM43:** 05th to 09th October 2015 **Fermilab?**

**CM44:** 15th to 19th February 2016

**CM45:** 20th to 24th June 2016

**CM46:** 03rd to 07th October 2016

**1 meeting/year abroad  
among those dates**